***Committee on Accreditation and Planning - Education***

*Responsible to plan, monitor and evaluate the college-wide educational master planning process:*

*Annual Program Planning ~ Educational Master Plan 05-08 ~Accreditation Self-Study Process Implementation*

**Agenda**

**March 22, 2011**

**2:30 PM – 4:00 PM, CCCR**

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| **Standing Members** | | | | | | | | **Campus Community** |
| **Position** | **Name** | **Present** | **Deans** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2009-2011  ED CAP Co-Chairs | Lisa Miller |  | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In  Nathan Bowen |
| Corey Wendt | X | Music/Dance | Robert Salas |  |
| 2011-2013  ED CAP Co-Chair s | Lori Bennett | X | Theatre/Comm Studies | Rolland Petrello |  |
| Lee Ballestero | X | Counseling | Traci Allen | X |
| Exec Vice Pres | Ed Knudson | X | EOPS | Paul Pagson |  |
| Acad Senate Rep | Riley Dwyer | X | Student Activities | Sharon Miller |  |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas | X |
| Student Service Council Reps. (2) | Richard Torres | X | Inajane Nicklas | X | CIS | Mary Mills | X |
| Kathy Colborn |  | English/Humanities | Sydney Sims |  |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett |  |
| Inst Research | Lisa Putnam | X | Library Services | Faten Habib | X |
| Assoc Students Rep | Sienna Thorgusen | X | Julius Sokenu | X | Child Dev Ctr Coordinator | Cynthia Sheaks-McGowan |  |
| Digital and Media Arts | Steve Callis | X |
|  | | | Visual and Applied Arts | Tim Stewart |  |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | John Baker |  |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller |  | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen | X |
| Mathematics | Chris Cole |  |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett | X | Athletics | Howard Davis |  |
| Behavioral Science | Cynthia Barnett | X |
| Business | Tim Weaver |  |
| History/Institutions | Lee Ballestero | X |
| Physical Ed/Health | Del Parker |  |

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| **TODAY’S HANDOUTS** | **Meeting Calendar 09 - 10**  **4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 09 - 10**  **4th Tuesday 2:30 in CCCR** | **Topic** |
| Minutes from Sept. 28, 2010 Meeting | ~~August 24, 2010~~ | Goals | ~~January 25, 2011~~ |  |
| 2011-2012 Program Plan Timeline -electronic | ~~September 28, 2010~~ | Program Plan Revise Due | ~~February 22, 2011~~ |  |
| 2011-2012 Program Plan Template – electronic | ~~October 12, 2010~~ | Basic Skills Pilot Study | ~~March 22, 2011~~ |  |
|  | ~~November 23, 2010~~ | 2011-2012 Program Plans | April 26, 2011 | Goals |

**Agenda**

1. Welcome Committee Members – Please sign in and let Lisa Miller and/or Corey Wendt know about any updates to representatives.

2. Review of Minutes for Feb. 22, 2010

Discussion: Approved as read.

3. Moorpark College Marketplace Collaborative –Karen DuBois/Julius Sokenu –

* CTE course sequences template
* Advisory Committee Meeting template
* CTEA 2011-2012 Applications and workshop
* CTE Group in portal
* Core Indicator Performance data

Handout: CTE Program Sequences. Bring course sequences up to date. Identify which courses fall into each of three categories. May have multiple options/tracks in your program. Lisa Putnam will create a database of courses. The college will use it to identify program completers and possibly contact students to give them information about completing degrees and certificates. Will also tie into the program review process. Programs would only include CTE tracks (degree or certificates) and only their own core courses, not outside discipline courses that are required for their degree or certificate.

Handout: Advisory Committee meeting minutes form. Asked programs to use the form to capture minutes.

Time to apply for Perkins funds again. Planning a workshop on April 8th at 1pm for eligible programs. Workshop will explain the allocation rules and requirements. The MC2 committee will review the rules and send out the information to programs. Program applications will be due April 14th. The application form will be placed on the portal.

4. Draft Timeline for Accreditation Midterm Report

Handout: Draft of Timeline. Presented

5. Program Peer Reivew Working Group report – Lee Ballestero/Lori Bennett

Discussion regarding Peer Review proposal. Group incorporated the comments gathered at the last EdCAP meeting: added a student to each peer review group; clarified the role of the EdCAP chair. Handouts included proposal, possible rubic and suggested calendar of review process. It was discussed that there is a high likelyhood that the Program Plan Template will need to be revised to add an area where disciplines/programs can reflect upon how the resources were used. Would we do one 3-year program plan, or 3 1-yr program plans? By elongating the planning horizon, allowing for annual updates on achievement of annual goals, allows for tying the plan to budget planning. The template needs to be updated and brought back for review in EdCAP.

Concern was raised in regards to the number of faculty on the peer review committees. EdCAP is not necessarily diverse enough to maintain the proposed peer review committee membership. Should there be a Peer Review sub-committee of EdCAP? This is something to discuss.

The work-group will continue to work out more details, and possibly draft a program plan template, and will bring everything back next month.

6. ED CAP – Ad Hoc Subcommittee Reports

* Basic Skills – Christine Cole/Inajane Nicklas –

Basic skills group had a retreat. Inajane reported out. Future activities: outreach and faculty development, ingrating foundational skills. Underprepared students – reach out to the high schools with a bridge program. How to accelerate developmental skills. Looking at assessment and placement

* Alternative Delivery Ad Hoc Subcommittee – Comments on the Guidelines and Procedures Document

There was not a quorum, so the discussion was postponed. Martin Chetlen requested that committee members review the document before the next meeting.

Guidelines for deans and new faculty to use/understand the guidelines and procedures for faculty who teach online.

7. Meeting adjourned at 3:58 PM